

## **Topiary Garden / Deaf School Park Wedding Site – Rental Policy**

Please be advised that the park is open to the public at all times and you are renting only the specified site area. Your permit is issued only for the time and site stated.

The wedding sites available are A, B, and C (map available upon request). Site A: The large grass area in the center of the park. It will accommodate up to 300 people. Site B: This area is just north of the topiaries and pond, and will accommodate only 50 people. Site C: This area is North West of the topiaries and pond and will accommodate up to 100 people. ***No seating is provided for any area.***

If you are renting chairs or other wedding related items you must contact our office (645-3337) at least fifteen (15) days before your scheduled date so we may notify our attendant prior to their delivery. *All rental chairs and related items must be dropped off at the far northeast side of the park and arrangements made for their placement and removal within your paid permit time. Absolutely no vehicles may be driven in the park for any reason.* Chairs or any other items brought in can not be left in the park after your event.

Rehearsals must be scheduled with the Permit and Rental Services Section (645-3337) at least fifteen (15) days in advance of the wedding. Only one (1) thirty-minute (30 min.) rehearsal per wedding is permitted. Rehearsal times are only available Monday through Thursday. If your requested rehearsal time is already taken, you will be required to pick another time.

**Wedding Receptions are not permitted** at the Topiary Gardens / Deaf School Park.

There is a \$25.00 fee for any changes to your reservation. Changes will not be considered less than 30 days prior to the event. No refunds will be issued due to unfavorable weather conditions. Any shelterhouse and/or wedding site rental that is cancelled 30 or more calendar days prior to the rental will result in a cancellation fee equal to 50% of the rental total. Any shelterhouse and/or wedding site rental that is cancelled less than 30 calendar days prior to the rental will forfeit the entire amount of the rental.

You must adhere to your scheduled hours. Do not arrive early and do not stay late. Groups are not permitted to enter rental area(s) until the scheduled start time stated on the permit and must vacate the rental area(s) by the time stated on the permit. The bridal changing room and shelterhouse restrooms may be used only for your paid permit time. All special preparations, including set-up and tear-down, must be handled within these hours (i.e. if you arrange for rental chairs or any special setup, they must be removed before the time your permit expires). This includes any personal directional signage or markers you place in the park.

No vehicles may be driven into the park for any reason. Loading and unloading of any items is limited to the temporary loading area only (far northeast side of the park - see on site attendant for clarification). Vehicles must exit the loading zone immediately after loading and/or unloading. No vehicles are permitted on the grass. Rental/delivery vehicles are not permitted to drive to the wedding sites at any location (see on site staff for delivery restrictions, drop off locations). Items and rental equipment must be carted or carried to your designated location. Chairs and/or other equipment may not be placed on areas that could prove damaging to park property (i.e. flower beds). Aisle runners may not be used at any wedding site. If you or members of your group have special needs, please discuss these needs with our customer service staff to ensure that the facility and/or wedding site of your choice can accommodate you.

The person obtaining the permit (permit holder) is responsible for group's conduct and respect for the facility. All groups must abide by all Recreation and Parks rules and regulations and Sections 919.01 through 919.99 of the Columbus City Codes. It is the permit holder's responsibility to supervise all guests, including children/minors. Any violation of park rules and regulations is grounds for permit forfeiture. Any groups who abuse park property will be asked to leave and charges for damages will be assessed. Any abuse of Recreation and Parks staff is also grounds for permit forfeiture.

No alcoholic beverages are permitted in the park at any time. No money or tickets can be exchanged or collected on premises. The facility is not to be used for commercial purposes or for moneymaking ventures. Games of chance, including raffles, are specifically prohibited by City Code.

No confetti, glitter, or similar materials may be used for decorations or thrown in or around the rental site. Decorations may not be tied, stapled, or taped to any natural feature in the park (includes trees, bushes, flowers, flower beds, etc.) Permit holder is responsible for removal and proper disposal of all decorations by the time the permit expires. Please use birdseed in place of rice and biodegradable balloons (these items are less harmful to wildlife).

Music must be kept at a reasonable volume level at all times. City Code states that music should not disturb other guests in the park or adjacent areas.

The paved paths located throughout the park must not be blocked by wedding participants, guests, and/or equipment. These areas should remain accessible by the general public.